

**BY ORDER OF THE COMMANDER  
341ST SPACE WING**



**AIR FORCE SPACE COMMAND  
INSTRUCTION 21-114**

**MALMSTROM AIR FORCE BASE  
Supplement 1  
30 JUNE 1999**

**Maintenance**

**INTERCONTINENTAL BALLISTIC MISSILE  
MAINTENANCE MANAGEMENT**

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The OPR for this supplement is 341 LSS/LGLOP (SSgt Peter M. Southon). This supplement implements and extends the guidance of **Air Force Space Command Instruction (AFSPCI) 21-114, *Intercontinental Ballistic Missile Maintenance Management***. The AFSPCI is published word-for-word without editorial review. Malmstrom Air Force Base (MAFB) supplemental material is indicated in bold face. This supplement describes MAFB's procedures for use in conjunction with the basic AFSPCI and applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom AFB. Upon receipt of this integrated supplement, discard the AFSPC basic publication.

**SUMMARY OF REVISIONS**

This is the initial publication of AFSPCI 21-114/BS1. This supplement incorporates information previously found in AFSPCI 21-102/BS1. It added several paragraphs (1.1.1.2.1., 1.14.15.1., 2.3.1.15.5., 2.3.1.15.6., 2.3.3.5.1., 2.3.3.26., 2.3.3.26.1., 2.3.7.5.1., 4.3.4.1., and 4.5.7.1.), changed the wording of supplementation of paragraphs 2.3.1.6. and 2.3.1.6.1. (Added), added supplementation of paragraph 2.4.2.4.2.4., added requirement to appoint a subaccount Primary and Alternate file custodian to be trained by library personnel (3.6.7.), and deleted Attachment 1 from previous supplement. A bar (x) indicates a revision from the previous edition.

1.1.1.2.1. (Added) Any team going to Launch Facility (LF) or Missile Alert Facility (MAF) must perform inspections in accordance with LG OI 21-25, *LF Site Inspection Operating Instructions*.

1.1.4. Every effort will be made to flatline the qualified maintenance teams for dispatch. Large differentials in team availability does not allow support agencies to establish realistic work schedules for their

people. The basic rule for scheduling teams is one half of qualified teams every other day, Monday through Friday.

1.1.4.1. (Added) Teams will be scheduled in 28 hour blocks (16 hours for dispatch and 12 hours for crew rest). Teams (other than QRMs) will not depart the base after 1200 hours (except with Flight CC/Superintendent approval).

1.1.4.2. (Added) All scheduled teams will be identified in the daily maintenance plan. Teams with guards and no task will be identified as “available” from 0500-0900. Teams without a task or guards will be placed in the plan.

1.1.4.3. (Added) Training day (every two months) requirements are as follows: One Electro-Mechanical Team (EMT) per weapon system (other than QRMs) on standby from 0700-1100 for Missile Guidance Set (MGS) startup; One Missile Maintenance Team (MMT) on standby from 0500-0900; Normal QUICK RESPONSE MAINTENANCE (QRMS)s.

1.1.4.4. (Added) Minimum maintenance day requirements will be determined the duty day prior by the LG. QRMs will be scheduled.

1.4.2. The discovering work center will enter the 5-9 discrepancies into Improved Maintenance Management Program (IMMP). They are responsible for ordering required parts. Coordinate with PWC to ensure correctness of narrative and priority.

1.4.5. The scheduled duty period for nondispatching personnel should not exceed 12 hours followed by an uninterrupted 8 hour rest period.

1.7.8. The work centers will ensure the technician is properly briefed and debriefed. Logistics Operation Center (LOC) will debrief Rivet MILE teams.

1.7.9. Approving authority for launch facilities, and missile alert facilities, will be the MXS/CC. MXS Support Flight CC/Supt will be the approving authority for all support equipment. Approving authority for trainers, trainer support equipment, and Materiel Control supply assets will be the LSS/CC. LOC will ensure appropriate coordination, approval, and documentation.

1.11. Any team discovering damaged or missing weapons or ammunition will:

1.11.1. (Added) Notify LOC and Missile Combat Crew (MCC) that the damaged weapons or ammunition are being returned to MSB. If weapons or ammunition are missing, LOC will accomplish the appropriate checklist. The maintenance team will remain on-site until released by LOC.

1.11.2. (Added) During duty hours, deliver the shotguns, gas masks (if installed), or ammunition to the Periodic Maintenance Team (PMT) weapons custodian.

1.11.3. (Added) During nonduty hours, deliver the shotguns or ammunition to the Security Forces Armory, Bldg 500, and obtain an AF Form 1297, **Temporary Issue Receipt**.

1.11.3.1. (Added) Turn in the AF Form 1297 or gas masks (if installed) to the duty section.

1.11.3.2. (Added) The duty section will notify the weapons custodian at the start of the next duty day that the weapons, gas masks (if installed), or ammunition have been returned.

1.11.4. (Added) Before entering Remain Overnight (RON) status, the team chief will transfer custody of the shotguns or ammunition to the on-duty Flight Security Controller (FSC). An AF Form 1297 must be obtained from the FSC. Responsibility will be returned to the team chief at the end of the RON or maintained by the FSC if the team is scheduled for a consecutive RON at the same MAF.

1.11.5. (Added) The PMT weapons custodian will:

1.11.5.1. (Added) Be responsible for taking the necessary actions to coordinate repair of the damaged or unserviceable shotguns or ammunition and return to the LF.

1.11.5.2. (Added) Coordinate with applicable duty section to obtain any AF Forms 1297 that have been returned by team chiefs.

1.11.5.3. (Added) Pick up any shotguns and ammunition that have been returned to the Armory and take required action.

1.11.5.4. (Added) Ensure the necessary replacement actions are taken by Combat Arms Training and Maintenance Unit for those shotguns requiring not repairable this station action.

1.11.5.5. (Added) Keep all documentation dealing with shotguns or ammunition placement at LFs current.

1.14.15.1. (Added) Work center Briefer/Debriefer's will review Work Load Requirements File (WRF) Priority 5-9 discrepancies during their respective reconciliation processes.

1.14.17. (Added) Affected work centers will accomplish the following when notified that special tools or equipment are required:

1.14.17.1. (Added) Order and or purchase the special tools or equipment required to perform the Time Compliance TO (TCTO)/Master Change Log (MCL).

1.14.17.2. (Added) Notify the Plans TCTO/MCL monitor, in writing, when the tools or equipment are on hand or ordered.

1.14.17.3. (Added) The production duty section will return the completed AFTO Form 349, **Maintenance Data Collection Record**, to the Plans TCTO/MCL monitor who will verify the TCTO/MCL status in IMMP.

1.14.17.4. (Added) Agencies requesting changes to an MCL will forward the request, in writing, to the Plans Section. Plans will coordinate with the affected agencies and forward the request to Base Civil Engineer (BCE) Missile Engineering. Missile Engineering will review the request and provide a written reply to the Plans Section with an information copy to all other affected agencies within 10 work days.

1.21.2. Standby coverage may be provided by any team qualified to penetrate a LF. Normal daily coverage periods are as follows:

One Wg 1	1800-0600
One Wg 1, Squad 4	1800-0600
One Wg 1	0600-1800
One Wg 1, Squad 4	0600-1800

2.3.1.5. LGLO will chair the Emergency War Order (EWO) generation meeting and brief the Battle Staff on the generation plan to obtain approval for implementation.

2.3.1.6. N/A. See supplemented information in paragraph 2.3.1.6.1. (Added).

2.3.1.6.1. (Added) The LOC will perform daily reviews on all site WRF priority 1-4 discrepancies to verify correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status.

The Plans Section will perform quarterly reviews on all site WRF priority 5-9 discrepancies to verify correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status.

2.3.1.10. Deferred discrepancies will be processed using the "Recommendation for Deferred Discrepancy" letter. Letters will be routed from LOC to Civil Engineering (Real Property Installed Equipment only), Quality Assurance (QA), Technical Engineering, the appropriate Maintenance Squadron Flight CC/Supt, and to the LGLO Flight CC/Supt for final approval. Previously deferred discrepancies that are being processed for additional sites or equipment only require approval from the LGLO Flight CC/Supt.

2.3.1.11.1. 341 CS and CES will enter their own priority 1-4 work orders in IMMP. LOC will enter all other priority 1-4. Shops will enter all support equipment discrepancies.

2.3.1.15.5. (Added) The Plans Section will conduct the site (LF/MAF) reconciliation meetings. They will publish schedules in the monthly maintenance plan to ensure each site and all equipment items are reconciled monthly. Physical verification of parts will be accomplished prior to the meeting by the owning work center. As a minimum reconciliation meeting will review each site or equipment items current discrepancy listing and perform an item by item review of all work center changes made during their reconciliation review processes.

2.3.1.15.6. (Added) The shops controller will conduct the shops reconciliation meeting. Physical verification of parts will be accomplished prior to the meeting by owning work center. Each discrepancy will be checked for correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status.

2.3.2.4. Plans Section will notify work centers of EWO Generation meeting time and place and will maintain EWO Generation briefing materials

2.3.2.6.3.4. Plans Section will document the completed time change and update records to show the next due date.

2.3.2.6.3.5. (Added) Receive completed AFTO Form 349 from the production duty section. Identify and document the AFTO Form 349 and return to production duty section.

2.3.2.6.3.6. (Added) Once the scheduling TCTO/MCL monitor receives a TCTO/MCL from the T.O. Library, the monitor will :

2.3.2.6.3.6.1. (Added) Send a copy of the completed review and TCTO/MCL to all required work centers including 341 OG/OGV and 341 MXS/LGMSE, if computer program identification number related.

2.3.2.6.3.6.2. (Added) Load TCTO/MCL into IMMP.

2.3.2.6.3.6.3. (Added) A TCTO/MCL history product will be maintained by TCTO/MCL monitor.

2.3.2.6.3.7. (Added) Once a TCTO/MCL is completed, the TCTO/MCL monitor will notify applicable shops including QA and 341 OG/OGV.

2.3.2.6.3.8. (Added) Upon receipt of a TCTO/MCL from the T.O. Library, if kits, special tools, or equipment are required, the Plans TCTO/MCL monitor will accomplish the following:

2.3.2.6.3.8.1. (Added) Submit an AF Form 2001, **Notification of TCTO Kit Requirements**, to Materiel Control in two copies.

2.3.2.6.3.8.2. (Added) Notify the performing work center, in writing, of special tools or equipment requirements.

2.3.2.6.3.8.3. (Added) The Plans TCTO/MCL monitor will update the IMMP TCTO/MCL status as supplies, tools, or equipment are received.

2.3.2.6.3.8.4. (Added) Plans will request, in writing, QA to review kits/parts for completeness and accuracy.

2.3.2.6.3.9. (Added) CE will submit AFTO Form 349 for MCLs performed by CE or contractors to the Plans TCTO/MCL monitor.

2.3.2.6.3.10. (Added) Depot personnel performing TCTOs/MCLs on 341 MXS equipment will submit a preprinted AFTO Form 349 to the Plans TCTO/MCL monitor.

2.3.2.6.3.11. (Added) Use the reconciliation listing to administer the TCTO program. Refer to AFMAN 23-110, Vol II, Part 2.

2.3.2.6.3.12. (Added) Weapon system modifications will be monitored using the same procedures as TCTOs/MCLs.

2.3.2.6.5.2. Work center periodic maintenance schedules will be jointly developed by the Plans Section and the respective work centers. Schedules must allow for the accomplishment of find and fix maintenance within the teams' capability. When a scheduled LF inspection is due within 90 days before turn over to Rivet MILE, a unit may delay the inspection. The inspection must be completed within 30 days of buy-back. The annual due date will not change from the original due date, regardless of when the inspection is completed.

2.3.2.7.1. The monthly maintenance plan will contain, as a minimum: personnel availability, recon schedule, and all known projected maintenance requirements or assists for the following:

- |        |              |                         |
|--------|--------------|-------------------------|
| a. EMT | f. MECH Shop | k. Equipment Section    |
| b. FMT | g. PREL      | l. CE                   |
| c. MMT | h. ELAB      | m. Rivet MILE           |
| d. MHT | I. PNEU      | n. Contract Maintenance |
| e. PMT | j. Corrosion | o. Operations           |

2.3.2.7.1.1. (Added) Plans will provide work centers with a "soft" copy of the monthly plan by the first day of the month preceding the affected month. Each work center will review and update as necessary. Inputs will be submitted to Plans Section no later than the 12th of the month preceding the affected month. The monthly plan will be distributed by the 20th of the preceding month.

2.3.2.7.1.2. (Added) The weekly plan will contain, as a minimum: personnel availability and all known projected maintenance requirements or assists. Plans will provide work centers with a "soft" copy of the weekly plan NLT 14 days prior to the affected week. The work center will review and update as necessary no later than 1200 on Friday, 10 days prior to the affected week. Once finalized, any changes will be coordinated by the applicable section with Plans for inclusion into the weekly maintenance plan. The weekly scheduling meeting will be conducted every Tuesday following the daily scheduling meeting. This forecast will be published on a weekly basis and contain all known maintenance requirements for the following agencies:

- |        |              |                         |
|--------|--------------|-------------------------|
| a. EMT | f. MECH Shop | k. Equipment Section    |
| b. FMT | g. PREL      | l. CE                   |
| c. MMT | h. ELAB      | m. Rivet MILE           |
| d. MHT | I. PNEU      | n. Contract Maintenance |
| e. PMT | j. Corrosion | o. Operations           |

2.3.2.7.1.3. (Added) The weekly plan will be distributed by COB Friday preceding the week.

2.3.2.7.1.4. (Added) The daily maintenance scheduling meeting will be conducted at 1330 daily for both site and in-shop maintenance. The minimum required attendance includes:

<u>341 MXS</u>		341 LSS	741 SFS
LGMNE	LGMSC	LGLTT	SFOP
LGMNF	LGMSE	LGLOS	
LGMNH	LGMSM	LGLR	
LGMNM	LGMSN		
LGMNP	LGMSP	<u>AS REQUIRED:</u>	
LGMW	LGMSV	CES	LGLOT
	LGMSQ	OSKC	LGQ

2.3.2.7.1.5. (Added) Changes to the projected resource availability for the daily schedule will be reported to Plans Section no later than 1000 on the day prior to the affected day.

2.3.2.7.6. (Added) The LG code change schedule is developed 1 month prior to the code change. The meeting is held NLT 3 weeks prior to the code change. Plans will load work orders 10 days prior to the code change.

2.3.3.2. The Job Control Number (JCN) will consist of seven digits with the Julian date as the first three digits. The JCN will be assigned automatically by IMMP and LOC will use 1900-1999 for cannibalization actions.

2.3.3.5.1. (Added) Review all WRF priority 1-4 discrepancies daily to verify correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status.

2.3.3.8. At 0500 each day, the LOC will receive updated status of selected vehicles and equipment for presentation to the LG/CC at the 0700 briefing. As changes occur, the 341 MXS Support Flight and other responsible work centers will update LOC.

2.3.3.10. The Flight CC/Supt has delegated authority for diverting technicians to the section OIC/Supt/NCOIC or duty supervisor. The section will notify the Flight CC/Supt of diversions in a timely manner.

2.3.3.24. (Added) Direct the dispatch of all maintenance during contingency and EWO operations.

2.3.3.25. (Added) LOC will develop a training program and train all controllers and planners for EWO certification. All controllers and planners will EWO certify with Logistics Operations Flight CC/Supt within 60 days of assignment. This requirement will be tracked in the TMA.

2.3.3.26. (Added) The shops controller will conduct the shops reconciliation meeting. Physical verification of parts will be accomplished prior to the meeting by owning work center. Each discrepancy will be checked for correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status.

2.3.3.26.1. (Added) The shops controller will quarterly review all shops related WRF priority 5-9 discrepancies to verify correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status.

2.3.4.4.4. Materiel control will, upon receipt of AF Form 2001 from the Plans TCTO/MCL monitor:

2.3.4.4.4.1. (Added) Requisition the kits or parts identified on the AF Form 2001.

2.3.4.4.4.2. (Added) Notify the Plans TCTO/MCL monitor, in writing, when the kits or parts are received.

2.3.4.7.1. Materiel Control personnel will ensure that all repairable property is turned in with the proper documentation, to include a AFTO Form 350, **Repairable Item Processing Tag**, with a valid JCN. Maintenance technicians are responsible for filling out this documentation and no property will be accepted until all required documentation is complete and accurate.

2.3.5.4. Maintain capability to assist Boeing with the collection and transfer of Inertial Performance Data to OOALC.

2.3.5.6. This includes all local equipment repair actions within Technical Engineering's capability.

2.3.5.7. The Reliability and Maintainability (R&M) panel will be combined with the Product Improvement Working Group (PIWG).

2.3.7.5.1. (Added) Wing Plans and Programs manages Support Agreements.

2.4.1.4. Work center supervisors will bring CDC/upgrade training updates to the EST manager NLT the 10th day of each month. A new consolidated CDC/upgrade report will be provided by Training Management (TM) to work centers after all updates are loaded into the computer.

2.4.1.8. Recurring Technical Training (RTT) will be conducted quarterly on an as needed basis determined by the work center supervisor. This training may be conducted for teams, partial teams, or individuals. Training Management/Team Training will conduct a quarterly training meeting prior to the start of each quarter to determine tasks to be trained and schedule the training. Work center supervisors, training personnel, and Quality Assurance will attend this meeting. If RTT is not required by a particular work center that quarter the work center must notify TT/TM in writing. RTT requests should be based on an analysis, if possible, of the following: QA Reports; Safety Reports/Inspections; Common Problem Areas, e.g. site pen; Inputs from Critical Task Supervisors (Flight/Element); Work center Supervisor's Judgment; and Tech Data Changes.

2.4.1.9. Maintenance officer training will be administered by Team Training. It is the responsibility of the officer in training to diligently pursue all training requirements to ensure accomplishment within the 120 day window required by the CFETP.

2.4.1.10. Training Review Boards (TRB) will be conducted quarterly or as required. The TRB maintains surveillance over all of the unit training programs to ensure they are supporting the mission in an effective manner. TRB will review existing training programs by analyzing training reports, quality assurance reports, and maintenance data to identify training deficiencies and undesirable trends. The board will

implement programs to correct training deficiencies. Minutes of the meeting will be distributed by and filed in Training Management. Attendance will be determined by issues covered.

2.4.2.3.4. Non TT work centers will submit a AF Form 2426, **Training Request and Completion**, to Training Management upon completion of Recurring Training. Team Training will complete a daily training summary and file with quarterly RTT letters upon completion of RTT training.

2.4.2.4.2.1. Missile Instructional System Manager (MISM) will send out a monthly schedule of lesson plan (LP) inspections coming due in the preceding month. TM will do 100% LP review annually.

2.4.2.4.2.4. Flight Commander/Superintendent will certify all instructors in Team Training Flight (TTF). OJT work center instructors will be certified by their respective flight commanders.

2.4.2.7.1. Work centers will submit initial evaluation/interview date(s) to TM using an AF Form 2426.

2.4.2.7.1.3. (Added) LSS and MXS orderly rooms (PRP/Security Manager) will notify TM when a technical school graduate arrives at the unit without PRP or security clearance initiated.

2.4.2.9. TM will be the controlling agency for the CFETP master task coverage file.

2.4.3.2. Students must have completed military drivers familiarization prior to tractor/trailer and/or special purpose vehicle training.

2.4.3.2.1. (Added) Students requiring upgrade training for mobile hydraulic cranes must have completed a physical examination per AFOSH Standard 91-46 prior to training.

2.4.3.4. After cannibalization of trainers has been approved, the individuals removing the parts will require IMMP documentation prior to removal actions, replacement actions, and supply documentation for ordering the replacement part or verbal confirmation from LOC to Training Flight that IMMP actions are accomplished.

2.4.3.4.1. (Added) Training will submit AFTO Form 349 to the Plans TCTO/MCL monitor, when the TCTOs/MCLs are performed on TTF maintained facilities or equipment.

2.4.4.1. Work center supervisors will ensure prospective students complete all prerequisite training requirements prior to beginning initial qualification training. Prerequisite letters must be completed and returned to TT prior to the class start date. Work centers will submit prerequisite waiver requests in writing to TT prior to the start of the class. Waiver requests will include the reason prerequisite(s) could not be met and date scheduled for completion. Nonasterisked items may be waived at the discretion of the TT Chief/Superintendent. Items will be waived only when they will not adversely impact initial qualification training. Failure to provide completed prerequisite letters or waivers (if required) in a timely manner may result in training start date adjustments.

**Table 1. (Added) Prerequisites List.**

<b>ALL INDIVIDUALS:</b>	<b>MMT ONLY:</b>
*1. Proper Security Clearance	*1. Certified Code Handlers Certification and Training Record (ACC Form 165) on file in 341 OSS/OSKC)
*2. Personnel Reliability Program Certification	2. Letter on file with E-Lab to withdraw Classified/Critical components/COMSEC
*3. Initial CPR Qualification	3. Shotgun letter on file in Armory
*4. Nuclear Surety, Initial	4. Area badge for Weapon Storage Area access
*5. Missile Safety, Initial	5. Letter on file with KCCC to withdraw security keys for PT vans
*6. Phase I Security	6. PT drivers (2 per team)
7. Phase 2 Security	7. M-Van drivers (2 per team)
8. MEEDS Certified Authenticator	8. Explosive Safety
9. Gas Mask Training	9. Fire Extinguisher Training
10. Shotgun Qualification Training	<b>EMT ONLY:</b>
11. Corrosion, Initial	*1. Certified Code Handlers Certification & Training Record (ACC Form 165) on file in DO9
12. Emergency Breathing Apparatus	2. M/B Van (2 drivers per 4 person team)
13. Tech Data (Learning Center class)	3. Letter on file with E-Lab to withdraw classified/critical components/COMSEC.
14. Deadly Force Briefing	
*15. First Aid, Initial	
16. Winter Clothing Issue (Seasonal)	
17. Applicable Government Driver License	

3.6.5. (Added) The Technical Order Distribution Office (TODO) is responsible for all technical data distribution including copying of manual pages. Copying of manual pages without TODO approval is unauthorized.

3.6.6. (Added) TODO and library personnel rely on all users to identify deficiencies to them. TODO and library personnel are the only individuals authorized to disassemble a binder containing a manual for any reason. If pages are torn or missing from manuals, copies are needed, binders or pages are in need of replacement, etc., contact the T.O. library or TODO and they will take appropriate action.

3.6.7. (Added) All manuals assigned to subaccounts will be posted by library personnel only. Work centers having or requesting a subaccount file will appoint a primary and alternate file custodian. These names will be on file with the TODO and will receive training from library personnel. Unit monitors are responsible for the following: 1) report deficiencies to the library, 2) maintain control of assigned manuals by using a charge out system, i.e., AF Form 614 or chits, 3) review the account for additions or deletions annually with library personnel.

4.3.4.1. (Added) Ensure work centers review their respective WRF priority 5-9 discrepancies for correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status is correct during their monthly reconciliation processes.

4.3.5. This has been delegated to the section.

4.4.18. All work centers which have in-shop capability will maintain a centralized tool issue and control point. All composite tool kits (CTKs) and special tool kits will be secured. All CTKs and equipment lockers will be inventoried and the seals checked each duty day. The shift supervisor will immediately conduct a thorough search to determine the location of any lost or missing tools noted during the daily checks.

4.4.28. (Added) The owning work center will review each new discrepancy the first duty day after the work order is entered into IMMP. This work center will ensure the narrative is clear, the proper priority has been assigned, the correct work center was identified, and the parts status is accurate.

4.5.7.1. (Added) Dispatching and in-shop work center Briefer/Debriefers will review their respective WRF priority 5-9 to verify correct work center, clarity of narrative, correct priority, assist teams (if required), and parts status. Any corrections to existing discrepancies will be documented and forwarded to Plans and Scheduling (site discrepancies), LOC shops controller (in-shop discrepancies), during the monthly reconciliation meetings.

4.8.3.3. This information will be provided to LOC on a daily basis.

Attachment 2. A faulty trackball will be written up as a priority 4 PMC. A trackball that requires cleaning by EMT will be written up as a priority 4.

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